



**Session 16: Implementation Planning and Strategy**  
**February 7, 2014**  
**Workday**

Name \_\_\_\_\_

Functionality	Comments
1. Provide a high level overview of your approach to project management, project readiness, project implementation, project training, project testing, project “Go Live” and post project support services.	
2. Provide a projected project timeline for implementation based on a project start of July 1, 2014. If we don’t implement all modules at once and we have to bridge between old and new system for a time, do you provide temporary bridges or does GCCCD have to develop and support them?	
3. Describe your training for functional staff who will be using the system (on both the user interface and the reporting tool) and for the technical staff. What kind of documentation do you provide for us to extend training to all staff and faculty? What opportunities are there for long term training?	
4. Describe the process for data conversion from the legacy system. What existing tools do you have to move information from the legacy system? What is the process for verifying that data is imported properly? Do you perform data validation with subject-matter experts? What happens with our legacy system data elements that don’t have a logical home in the new solution? What is the elapsed time for a full data conversion from the time that we turn over our legacy extracts until we see the live data in the new solution?	
5. What type of communication/network connection do you maintain with our system throughout data conversion and post go-live?	
6. What is the typical size/skill set for an implementation team (GCCCD staff, vendor staff, and any 3 <sup>rd</sup> -party staff)? Will there be a project manager on the vendor side who will lead the implementation? Is that person the primary contact?	



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7. Describe your post-implementation support structure. How do we accept and install new releases? What is the frequency of new releases? How do manage our custom programming so that it doesn't interfere with new releases from your firm?	
8. We would like to make certain that we have continuity throughout various phases of the project. Excluding staff leaving your company (or other extraordinary circumstances), can you ensure that implementation staffing will remain consistent throughout the process? Also, given that staff turnover can be an issue, how do you handle knowledge transfer among consultants when a change in implementation staffing is necessary?	
9. What are the available resources provided for support once the initial implementation has been completed?	



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**Evaluation Form**

**Name of Evaluator:**

**Perceived Strengths:**

**Perceived Weaknesses:**

**Additional Comments:**

**Acceptability of Vendor Solution:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**